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Fall 2023

Fall 8-15-2023

ENG 2760-001 Introduction to Professional Writing

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Eastern Illinois University

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Spear, Shelly, "ENG 2760-001 Introduction to Professional Writing" (2023). *Fall 2023*. 39.
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English 2760-001: Introduction to Professional Writing

Fall 2023 | 3 Credit Hours

Course Meeting Times: MWF 11:00-11:50 AM

Course Meeting Locations:

Coleman Hall 3120 (Computer Lab): After Week 1, this is where we will typically meet unless otherwise specified by me via the schedule below, email, D2L Announcement, and/or signage on classroom doors.

Coleman Hall 3130 (Traditional Classroom)

Instructor: Shelly Spear (she/her); rlspear@eiu.edu

Instructor's Office Location: Coleman Hall 3745

Instructor's Office Hours:

Mondays: 10:00-10:50 AM and 12:00-12:50 PM

Wednesdays: 10:00-10:50 AM and 12:00-12:50 PM

Fridays: 12:00-12:50 PM

Required Textbooks and Other Resources for this Course

Course Textbooks Available at Textbook Rental Services (TRS)

Book Titles	Initialisms on Schedule
• <i>Strategies for Business and Technical Writing</i> (5 th ed.) by Harty	SBTW
• <i>Writing That Works: Communicating Effectively on the Job</i> (13 th ed.) by Oliu, Brusaw, and Alred (Oliu et al.)	WTW
• <i>Successful Writing at Work</i> (12 th ed.) by Kolin	SWAW
• <i>Rhetorical Grammar</i> (8 th ed.) by Kolln and Gray	RG

Other Texts/Readings

- D2L– Some handouts/readings will be made available to you in D2L
- TBA–Some readings have yet to be determined, but I will make the specific reading assignments available to you in a timely manner.

COURSE DESCRIPTION

Introduction to the principles and practices of writing in professional settings. Students will complete case-based and/or client-based projects in multiple genres and media. Course will also address ethical communication, document design, intercultural/global communication, collaboration, basic copyediting, and oral presentation.

CONTACTING YOUR INSTRUCTOR

I am also available throughout the semester during my scheduled office hours, listed above. I am also willing, **if possible and upon request**, to meet with you during these office hours via Teams or Zoom.

I am also readily available to help with any course-related questions or concerns that may arise this semester via email during business hours (9AM-5PM, Monday-Friday) either via the D2L email interface or Panthermail (rlspear@eiu.edu).

If you abide by the email etiquette established in the example email in the D2L Module titled "Academic Email Etiquette," I will provide timely responses to your emails (within 24-48 hours during normal business hours).

COURSE OBJECTIVES:

English 2760 introduces the principles and practices of communication in professional settings. In this course, you will learn and then apply professional communication concepts. Specifically, by the end of the semester, you will be asked to demonstrate the following objectives:

1. Use effective communication strategies, including appropriate research techniques, to solve hypothetical and real-world problems (i.e., critical thinking and problem solving).
2. Adapt general professional writing principles (related to content, organization, and tone) to specific audiences, purposes, and contexts-including online and global contexts.
3. Use revision and editing strategies to improve your own and others' writing
4. Use basic principles of effective visual and document design
5. Use effective collaborative strategies to create a positive work environment.
6. Demonstrate understanding of basic ethical and legal considerations related to professional communication.
7. Demonstrate college- and professional-level writing produced through the process of prewriting, drafting, revising, editing, and proofreading (WR)

A NOTE ON D2L IN THIS COURSE

We will use D2L regularly as a hub for information and communication, a place where you can access the weekly detailed schedule (and any changes to that schedule), a location for assignment submissions, and much more. Thus, you should also plan to check in on our course page in D2L regularly throughout the week for the duration of the semester.

SUGGESTED D2L NOTIFICATION SETTINGS TO UPDATE FOR ENG 2760

Dropbox: 1) assignment feedback released; 2) assignment feedback updated; 3) Dropbox folder due date or end date is 2 days away

Grades: 1) grade item released; 2) grade item updated

News: 1) new news item available; 2) news item updated

DO NOT RELY ONLY ON A CELL PHONE TO COMPLETE COURSEWORK OR TO ACCESS D2L—YOU WILL VERY LIKELY MISS IMPORTANT NOTIFICATIONS AND OTHER SIGNIFICANT INFORMATION.

TECHNOLOGY NEEDS

Because this is a writing-intensive course with a heavy focus on document design in various genres and in diverse media, it will be very difficult to succeed in the course without easy access to the following forms of technology:

- Consistent access to a computer or laptop that has a reliable internet connection (among many other things, this will allow you to log on to D2L regularly, work on assignments outside of class, and keep your commitments to your group members during group projects). A cell phone alone will not suffice for the work required in this course (with very rare exceptions)
- Microsoft 365—you have access to this software via your Panthermail account
- Software to open and view PDF's (Adobe, Preview, etc.) and to design materials for major writing projects
- Your EIU Panthermail account, so that you can all university-provided software essential for various major writing projects
- One location in which to save all your files for this course. EIU offers OneDrive. Dropbox is another app that is free and conveniently stores materials and keeps them accessible across technology
- A webcam (external or built in)

THE FOLLOWING RESOURCES ON CAMPUS PROVIDE ACCESS TO CERTAIN TECHNOLOGIES:

- If you have headphones, you can go to Gregg Triad and use the computers there; terminals may also be reserved on a regular basis (please let me know if you are interested in this arrangement)
- The Center for Student Innovation (CSI) (located in Booth Library) also provides technology rentals and may be able to help you meet the technology requirements for this course

COURSE REQUIREMENTS & GRADE CATEGORIES (COURSE CONTENT OVERVIEW)

BUT FIRST . . . A NOTE DESCRIBING THE EXPECTATIONS OF COLLEGE-LEVEL ACADEMIC WORK:

The general guidelines for and expectations of learners enrolled in any college course valued at three (3) credits are that learners should spend *at least* two (2) hours outside of class working on course assignments for each hour spent in class; this equates to a *minimum* of five hours of work outside the ENG 1001 classroom.

50-minute class meetings * 3 class meetings/a week = 150 minutes (2.5 hours of class)

2.5 hours of in-classwork * 2 hours of work outside of class = 5 hours

Total time expectation of work for ENG 1001 (and all other three-credit-hour classes) = **7.5 hours**

If one is taking five classes valued at three credits in a single semester, they are spending *still slightly fewer hours* than a full-time job *if* one only devotes the minimum expected time both inside and outside of their classrooms/labs/clinical environments to earning their degree.

1) MAJOR WRITING PROJECTS

- You will complete five major writing projects of various genres and modalities in professional writing for this course (three individual projects and two group projects).
- You will conference with me over major individual projects and group projects (I typically provide a sign-up sheet for conferences a week ahead of conference dates to offer you ample time to choose a convenient meeting time).
- At the end of the semester, for your final major writing project, you will complete a reflective professional portfolio that demonstrates how you have integrated the course objectives into your own professional writing practices.

LEARNERS MUST COMPLETE AND SUBMIT ALL OF THE MAJOR WRITING PROJECTS ASSIGNED IN ENG 2760 IN ORDER TO PASS THE COURSE

Submit major writing project components (the final assignment documents/artifacts/projects) in D2L *before* the class meeting on which the assignment(s) are due (note: some assignments will be specified to be submitted in hard copy).

2) PROCESS JOURNAL MEMOS

- a. You will complete a series of graded Process Journal Memos, as assigned throughout this semester
- b. Provided prompts, crafted to scaffold the writing process as you work through course materials and major writing project tasks, will guide your Process Journal Memo responses.
- c. Though these Process Journal Memos allow you to pre-write, brainstorm, and complete other writing tasks in an informal space, you should always format these responses as memos and read closely each memo's content guidelines (the writing task of the memo, the length of the memo, the memo due date, memo submission instructions, etc.).

Note: Though I won't be grading for surface errors (grammar, for instance), do follow instructions for each journal memo. A memo that does not follow its outlined requirements risks losing half or all points for the assignment. If you are instructed to write a full page, for instance, but you only submit half a page of writing, you risk losing all 10 points for that Process Journal Memo.

3) RHETORICAL GRAMMAR QUIZZES IN D2L

Though this course does not primarily focus on grammar, it is concerned with the knowledge and use of grammar to craft technical documents. Thus, throughout the semester, you will complete readings from Kolln and Gray's *Rhetorical Grammar* (or another specified and provided resource) and complete quiz exercises in D2L. In a week wherein a Rhetorical Grammar Quiz is assigned, you will have until 11:59 PM on the Sunday after the close of the course week to complete the quiz in D2L.

These quizzes will ultimately be graded as complete or incomplete. If, however, I notice a learner is frequently missing more than 50-75% of the quiz questions or is habitually skipping these quizzes, I will address the issue with that individual in a face-to-face conference.

4) PARTICIPATION

A participation grade can (and often does) determine whether or not a learner's grade, if it is on the line, is elevated to the next grade letter. Moreover, a poor or failing participation grade (earning less than a 60% in this grade category) often results in a learner not passing ENG 1001 (a lack of participation naturally negatively impacts grades earned in other areas of the course and demonstrates a general lack of integrated engagement in the coursework).

The participation grade for this course includes all of the in-class activities assigned throughout the semester *and* any work in D2L that is additional to work completed in class. These activities will range in point value TBD dependent on the assignment/task.

PARTICIPATION IS ALSO GRADED BASED ON YOUR ABILITY TO CONSISTENTLY DO THE FOLLOWING:

- arrive in class on time, with the textbooks/materials containing readings assigned for a class meeting, **HAVING ALREADY READ** the assigned texts
- be prepared for pop quizzes covering reading content
- arrive in class with due assignments in hand and/or assignments already submitted in D2L
- practice active listening skills in class
- follow verbal and written instructions carefully both in class and outside of class (in D2L, for instance)
- be prepared to complete short in-class writing assignments (in addition to writing assignments outside of class meetings)
- contribute meaningfully and actively to in-class group work
- engage meaningfully, thoughtfully, and consistently in class discussions
- be ready to prepare and give presentations in class (both on-the-spot presentations and more formal presentations as assigned throughout the course)
- learn how to use new software, technology, applications, etc. as needed
- ensure that you are using technology in class (computers, laptops, tablets, cell phones, etc.) only to work on class-related materials
- write all correspondence for this course (emails, text messages, etc.) in a professional manner using technical writing techniques
- honor your commitments to your group members both in and outside of class
- be respectful of your peers and your instructor—we are all learning together in a semi-simulated professional environment (it is a classroom rather than a job); however, it is best to learn how to collaborate and work with others courteously *before* you enter the workplace in any capacity

Keep in mind that the general guidelines for and expectations of learners enrolled in any college course valued at three (3) credits are that learners should spend at least two (2) hours outside of class working on course assignments for each hour spent in class; this equates to a minimum of at least six hours of work outside of the classroom for ENG 3005.

Moreover, know that a participation grade can (and often does) determine whether or not a learner's grade, if it is on the line, is elevated to the next grade letter. Finally, a poor or failing participation grade (earning less than a 60% in this grade category) often results in a learner not passing ENG 3005 (a lack of participation naturally negatively impacts grades earned in other areas of the course).

COURSE ASSIGNMENT CATEGORIES, ASSIGNMENTS, GRADE WEIGHTS, AND GRADING POLICIES

PARTICIPATION	20%
PROCESS JOURNAL MEMOS	10%
MAJOR WRITING PROJECTS	70%
Major Writing Project 1: Rhetorical Analysis of Professional Writing	5%
Major Writing Project 2: Professional Writing in a Memo	15%
Major Writing Project 3 (Group): Communication Audit & Recommendation Report	20%
Major Writing Project 4 (Group): Instructing & Marketing The Game	20%
Major Writing Project 5: Reflective Memo & Reflective Portfolio	10%
COURSE TOTAL	100%

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	00-59

GROUP WORK

There will be group work assigned regularly in class; additionally, there are two major writing projects that are group writing projects. I take great care in assigning groups so that you and your group members are a strong fit, that your strengths and challenges complement each other, that your schedules mesh (as reasonably as is possible), etc. I prepare such groups by first surveying learners to determine the best groupings of learners in any class. When you are working on group projects, though there will be several class meetings in which you will have free time to work with your group members, you will also need to work together outside of class; when you do so, however, your primary form of meeting is not required to be in person. Rather, your meetings can (and should) accord with your group's agreed-upon modality preferences (in-person, virtual conferencing on platforms such as Zoom or Teams, in Google Jamboards).

LATE WORK POLICIES OVERVIEW

I do not accept late work. If you are absent without an acceptable university-sanctioned excuse and without contacting me, you will earn 0's for all work that you miss. This policy also applies to late Major Writing Projects: these projects will earn a 0 after the due date and time have passed. This means, for instance, that if an assignment is due at the beginning of class on a Monday at 1:00 PM, the assignment will automatically earn a 0 if submitted at or after 1:01 PM (again, this applies to all assignments *and* major writing projects).

For emphasis: Without documentation of a university-approved absence, a learner's absence will result in a 0 for any work completed in class, for any participation grades that are assigned during their absence, and for any major writing project that is due on the day of their absence.

Accommodations for instruction and make-up work will be made for students with documented medical absences according to IGP #43: <https://castle.eiu.edu/auditing/043.php>.

- **If a learner is ill and has a documented university-approved absence**, it is their responsibility to contact me to inform me about the illness and to let me know how they will submit or make up their work.

- **If a learner has a university-excused absence** (with the proper documentation/verification) for something like a Student Organization or an athletic event, **that learner is still responsible for submitting work on time.**
- **Moreover, any learner with a documented university-approved absence is responsible for contacting me** to let me know how they will reasonably make up any missing in-class work.
- **When you will miss class for a university-excused event, you are responsible before the absence to let me know you will not be present. If I do not receive an email from you or any form of communication from you about an alternate plan to submit work and make up work, I will assume you have decided to forego the points for the assignments you miss during your university-excused absence** (including points for Major Writing Projects).
- **If you are a learner who already knows that you will have regularly scheduled university-excused absences, you are responsible for providing an appropriate letter to me and/or a schedule for your events for the semester** and a personal plan for communicating with me about your absence in advance and detailing your plan submit work on time (and make-up work that you might miss).

REVISION POLICY

I strongly encourage you to revise any major writing projects if you are unsatisfied with the grade you earn for your work. As the semester progresses, I will inform you about which components of the assigned MWP's that you will have the opportunity to revise.

THREE IMPORTANT REQUIREMENTS FOR A REVISION TO BE ACCEPTED:

1. You may only revise an assignment if you complete all materials for the MWP (the scaffolding assignments, such as the MWP's Topic Proposal Memo for topic approval, and the final components of the MWP).
2. I will expect **deep revision** (more than a simple editing of surface issues).
3. I will also require a **Revision Memo** (at least one full page of single-spaced writing, 12- point Times New Roman font) in which you discuss the changes you made in your essay (I will talk further about the details of each revision memo as the semester progresses).

If you submit a deeply and meticulously revised essay by the revision due date for the assignment revision, and if you include all documentation I request alongside this revision, and if you include a properly formatted Revision Memo, there is a possibility that you might earn a higher grade on the essay which will replace your original grade.

EXTRA CREDIT AND FREE PASSES

I do not provide opportunities for extra credit. Occasionally, if several learners are absent, I will reward those present with a generous participation grade.

Also occasionally, I offer a Free Pass to learners (e.g., for *exceedingly* well-done work, for examples of effective or ineffective rhetoric you might find "in the wild," for illustrations of integrity, for a professional email or conversation about any errors I have made in course content). A Free Pass allows you to be exempted from ONE participation assignment/participation grade. The participation assignment cannot be a collaborative assignment (peer reviews and other group work) or a major project process assignment (topic proposal memos, rough drafts, etc.). If you are ever unclear about whether you can use an earned Free Pass on a specific assignment, ask me. The award of a Free Pass to any learner is always up to my discretion.

ATTENDANCE & ABSENCE POLICIES

Because your participation grade will reveal how well you are attending (or not attending) class, **I do not technically “grade” your attendance in class; in other words, you do not automatically gain or lose five points because of your presence or absence in class, for instance. However, I do take attendance during each class period and keep a record of attendance for the term.**

However, keep in mind that 0’s on participation assignments will quickly add up; moreover, missing several classes will very likely result in your inability to complete major writing projects, especially those that are group writing projects. Remember, in order to pass this course, you must complete and submit every major writing project.

Moreover, your participation grade for this class will tell me what I need to know about your engagement in the course. Missing even a few class meetings will impact your grade in this class, and excessive absences (three-four absences are “excessive” in this class) will likely result in your inability to complete major writing projects. Certainly, excessive absences will affect assignments that are part of the two assigned group projects for this course (and will thus place your membership in a group in jeopardy).

If you have an excused absence, accommodations for instruction and make-up work will be made for students with documented medical absences in accordance with IGP #43, but it is your responsibility to contact me and to provide the proper documentation of your absence for me (see Late Work Policies Overview Below for more information concerning excused absences, make-up work, and late work).

If I notice that you are having difficulty submitting course work, that you are not engaging in the course, and/or that you are having difficulty attending class, I will contact the Early Alert System and other relevant parties to determine the best course of action for you. This report will result in someone contacting you to provide necessary support to help you get back on track in this course (most often, this is your RA).

ABSENCES WHEN AN ASSIGNMENT IS DUE

For emphatic clarification, if you are absent on a class day on which an assignment is due, in D2L and/or in hard copy (such as a rough draft of an assignment for peer review), you will not receive credit for that assignment. In other words, if you miss class but submit an assignment in D2L that is due on that same class day, the assignment will earn a 0.

The reason for this policy is that this class does benefit from online assignment submission (which is wonderful because it can be more convenient, it saves paper, and it allows learners to submit work without the requirement of access to a printer on a regular basis), **but this course is not an online course.** If we did not use D2L for assignment submissions, all learners would submit work in class; thus, a learner not present for class in such circumstances would not be able to submit their work. To maintain the integrity of this face-to-face class, then, all learners should be present when an assignment is due in order to receive any credit for that assignment (from participation assignments to MWP’s).

CURRENT COVID-19 PRACTICES & EXPECTATIONS ON EIU'S CAMPUS

"Masking remains optional in most campus settings unless you have tested positive for COVID or been exposed to COVID per CDC guidelines. Masking remains mandatory in EIU's Medical Clinic.

Offices, Office Hours, & Learning Spaces: Faculty and other employees may request and expect masks to be worn in their assigned personal office spaces, as well as labs, studios, or other learning environments where 6 feet physical distancing for the instructor or employee may be impractical. When appropriate, faculty and staff may also choose to meet in a conference room or other available space that is more physically distanced than an individual office, if appropriate. Employees should work with their supervisor, as needed.

As a mask-optional campus, the facial covering decisions and practices of all members of the campus community will be respected." (<https://www.eiu.edu/covid/>)

If you are ill you should consult the student health clinic as soon as possible, and, if you might be contagious (with any illness), I ask that you do not come to class. **In these instances, contact me via email as soon as possible and let me know that you are ill and will be seeking the proper documentation for your absence** (which will allow you to make up any missed work for that class period).

ACADEMIC INTEGRITY & CLASSROOM INTEGRITY

ACADEMIC INTEGRITY "Students [learners] are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct <https://www.eiu.edu/deanofstudents/conductcode.php>. Violations will be reported to the Dean of Students. <https://www.eiu.edu/deanofstudents/>"
(Dean of Students' statement regarding academic integrity)

CLASSROOM INTEGRITY Remember that kindness, courtesy, respect, and critical thinking are essential for successful discussions in any class; additionally, be mindful of your tone and how your words might be read by your audience (your peers and me). **Bottom Line**—if I notice any individual acting in any way that deviates from appropriate academic conduct and integrity, I will ask them to leave the classroom immediately and I will ensure that the individual encounters the consequences of those actions via the Office of Student Standards.

ACADEMIC INTEGRITY AND PLAGIARISM

The EIU Code of Conduct (<https://www.eiu.edu/judicial/studentconductcode.php>) defines plagiarism as follows:

"the use, without adequate attribution, of another person's words or thoughts as if they were ones' own, failing to cite outside sources used in completion of the work, improperly citing sources, and submitting work that was previously completed for another class without prior approval from the instructor"

Moreover, the English Department clearly defines plagiarism and the consequences of plagiarizing:

"Any teacher who discovers an act of plagiarism—"The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's own original work" (Random House Dictionary of the English Language)—has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources."

In other words, plagiarism (**even unintentional plagiarism**) is a serious offense that will be met with serious consequences. There will be class assignments geared toward guiding you in the best practices for quoting, citing, and interacting with sources in your work; additionally, there will be exercises and opportunities for you to work with sources appropriately.

Keep in mind that plagiarism does include actions such as **neglecting to give proper attribution to a source** and **plagiarizing (presenting a source's words as your own paraphrase, even when you give proper attribution to an author)**. If you are not sure how to work with a source, I can be reached via email and during office hours to discuss how to properly and ethically use sources in college writing.

A plagiarized paper (**either intentional or unintentional**) or any other work risks earning a 0 for the associated writing project (and any relevant assignments). If you plagiarize in any form on any assignment and/or task in this course, you also risk failing this class. I report incidents of plagiarism to the Office of Student Standards. **I report all incidents of plagiarism to the Office of Student Standards.**

REQUIREMENT FOR TEACHER CERTIFICATION IN ENGLISH LANGUAGE ARTS

Students seeking Teacher Certification in English Language Arts should request each of their English Department professors to complete the "Application for English Department Approval to Student Teach" before the end of the semester. This online evaluation form is available here: <https://www.eiu.edu/english/machform/view.php?id=19831>.

ELECTRONIC WRITING PORTFOLIO (EWP): (Fall 23 submissions due on 12-15-23)

You may submit an assignment from English 2760 that meets the general requirements for an EWP submission (it is 750+ words, it is written solely by you, and it is a cohesive essay). **Should you decide to submit an assignment from this course to your EWP, please speak to me before you do so.** If you have further questions about the EWP, the following website contains detailed information about the portfolio: <https://www.eiu.edu/assess/ewpmain.php>

THE WRITING CENTER

Students who would like one-on-one assistance with writing assignments from this or any other course may go to the Writing Center. The Writing Center works with students from all disciplines, majors, and academic backgrounds at any stage of the writing process. The Writing Center offers weekday in-person appointments and evening online appointments. You can schedule an appointment at www.eiu.edu/writing or at Coleman Hall, Room 3110.

IMPORTANT ADD/DROP/WITHDRAW DEADLINES

- Aug. 25: Last day to add a class
- Sept. 1: Last day to drop a course with no grade
- Sept. 1: Last day to withdraw from all classes with full tuition and fees refund
- Sept. 18: Last day to withdraw from all classes with 50% tuition and fees refund
- Nov. 3: Last day to withdraw from a full term course or the university

Learners with questions about these deadlines should contact the Registrar [(217) 581-3511, (217) 581-3831, records@eiu.edu].

STUDENTS WITH DISABILITIES

If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Accessibility and Accommodations (formerly known as the Office of Student Disability Services). All accommodations must be approved through Office of Accessibility and Accommodations. Please stop by McAfee Gym, Room 1272, or call 217- 581-6583 to make an appointment.

THE STUDENT SUCCESS CENTER

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<https://www.eiu.edu/success/>) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee Gym, Room 1336.

COLEMAN HALL RESTROOMS

There is an all-gender restroom on the 2nd floor of Coleman Hall, directly under the main English Dept. office. This bathroom was only recently designated all gender, so it does not yet appear on the map of gender-inclusive restrooms at EIU (<https://www.eiu.edu/lgbtqa/all-gender-restrooms.php>). This restroom has a lockable door and two stalls. Gendered restrooms are located on every floor in Coleman Hall.

STUDENT WELL-BEING

EIU is committed to supporting and advancing the mental health and well-being of our students. Students may experience stressors that can impact both their academic experience and their personal mental health and well-being. These may include academic pressure and challenges associated with relationships, anxiety, depression, alcohol or other drugs, identities, and finances.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. Below is a list of available campus resources to assist with student well-being:

- **EIU Counseling Clinic:** Human Services Building, 1st floor; 217-581-3413; for after-hours urgent support, call 1-866-567-2400. The Counseling Clinic offers individual and group counseling, emergency services, and resources.
- **Online Mental Health Screening:** online, private screening tool for depression, anxiety, eating disorders, and alcohol and substance misuse.
- **EIU Health Clinic:** Human Services Building, 1st floor; 217-581-3013. The Health Clinic services include lab work, pharmacy, and women's health and men's health programs.
- **Health Education Resource Center (HERC):** 2201 Blair Hall; 217-581-7786. The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold prevention and education, nutritional analysis and education, and sexual health education, in addition to other health-related topics.
- **Center for Gender and Sexual Diversity (GSD):** Stevenson Hall, lower level; 217-581- 7117. The GSD Center provides services such as the Trans*formation Station, a large library full of books and movies, year-round programming, and a comprehensive Safe Zone Training program.
- **EIU Campus Food Pantry:** 1347 McAfee. The EIU Campus Food Pantry is a means to support students and the campus community by alleviating barriers to consistent, adequate, and healthful food. Anyone with a Panther Card can visit the pantry two times per month.
- **Student Legal Service:** MLK Jr University Union Room 2420; 217-581-6054. Student Legal Service can assist with off-campus housing issues, traffic violations, misdemeanor criminal offenses, municipal ordinance violations, and expungement.
- **Financial Aid and Scholarships:** Student Services Building East Wing; 217-581-6405, Fax: 217-581-6422, finaid@eiu.edu. The Office of Financial Aid and Scholarships provides information and guidance to secure the necessary financial resources to meet educational goals and financial obligations to the university.

ARTIFICIAL INTELLIGENCE STATEMENT

Statement forthcoming.

SYLLABUS ADJUSTMENT DISCLAIMER

I reserve the right to make changes to the syllabus policies, assignments, and schedule if I see fit to do so at any point in the semester. In other words, all portions of this syllabus are tentative and subject to change at any point in the semester.

ENG 2760 TENTATIVE COURSE SCHEDULE

Monday, August 21st: Intro to Course

- Learner Mini-Intros
- Overview of some syllabus policies

Review All Syllabus Policies (located in D2L): Take Notes, Bring Questions, Comments, etc. to class on Wednesday, August 23rd

Wednesday, August 23rd: Building Our Learning Community

- Syllabus Overview Part 2 (Read all course policies before class today)
- Building Our Learning Community as Professional Writers
- Course Engagement & Integrity Profile Part 1 Introduced

Participation Assignment 1 Assigned: Course Engagement & Integrity Profile Part 1

Friday, August 25th: Building Our Learning Community Continued

- Syllabus Overview Part 3: Final Policies and the Tentative Full Schedule (Read all course policies before class today if you joined our class later than Monday, August 21st)
- Building Our Learning Community as Professional Writers

WEEK 2 August 28th-September 1st

Monday, August 28th

- In Class: Read Selected Chapters from Pressfield's *NOWTRYS*
- Introduction to Course Engagement & Integrity Profile Part 2

Participation Assignment 2 Assigned: Course Engagement & Integrity Profile Part 2

Participation Assignment 2 Due: Course Engagement & Integrity Profile (Bring your completed profile to class, remember to turn in this document before you leave class today)

Wednesday, August 30th

- Defining Professional Writing
- Foundational Professional Writing Principles

Friday, September 1st

- Introduction to MWP 1: Rhetorical Analysis of Professional Writing
- Before class today, read Chapter 1 in WTW, "Understanding the Workplace Writing Context: A Case Study" 3-29

WEEK 3 September 4th-8th

Monday, September 4th: **NO CLASS on Monday, September 4th in Observance of Labor Day**

Wednesday, September 6th

- Before class today, read selections from Chapter 2 in WTW, "Planning, Drafting, and Revising Workplace Writing"

Friday, September 8th

- Before class today, read selections from Chapter 2 in WTW, "Planning, Drafting, and Revising Workplace Writing"

WEEK 4 September 11th-15th

Monday, September 11th

- Reading TBA

Wednesday, September 13th

- MWP 1 Comp Day | Come to class prepared to work on MWP 1

Friday, September 15th

- MWP 1 Conferences

WEEK 5 September 18th-22nd

Monday, September 18th

- MWP 1 Conferences

Wednesday, September 20th

- MWP 1 Peer Review

Friday, September 22nd:

MWP 1 Due (Submit in D2L by 11:00 AM today, Friday, September 22nd)

WEEK 6 September 25th-29th

Monday, September 25th

- Introduction to MWP 2: Professional Writing in a Memo
- Before class, in WTW pages 263-264; 328

Wednesday, September 27th

- Before class, read Lewis's "Make Your Correspondence Get Results"

Friday, September 29th:

- Readings TBA (Challenger Workshop)

WEEK 7 October 2nd-6th

Monday, October 2nd

- Readings TBA (Challenger Workshop Continued)

Wednesday, October 4th

- MWP 2 Comp Day

Friday, October 6th

- MWP 2 Conferences

WEEK 8 MID-TERM EXAM WEEK October 9th-13th

Monday, October 9th

- MWP 2 Conferences

Wednesday, October 11th

- MWP 2 Peer Review

Friday, October 13th

- Introduction to MWP 3 (Group): Communication Audit & Recommendation Report
- Group Surveys to Determine Group Assignments

MWP 3 Due (Submit in D2L by 11:00 AM today, Friday, October 13th)

WEEK 9 October 16th-20th

Monday, October 16th

- Introduction to MWP 3
- Group Surveys to Determine Group Assignments
- Readings TBA

Wednesday, October 18th

- Before class today, read "Everyone Learns from Everyone: Collaborative and Interdisciplinary Professional Development in Digital Literacy" by Hobbs and Coiro

Friday, October 20th : **NO CLASS for FALL BREAK on Friday, October 20th**

WEEK 10 October 23rd-27th

Monday, October 23rd

- Before class today, review "Everyone Learns from Everyone: Collaborative and Interdisciplinary Professional Development in Digital Literacy" by Hobbs and Coiro

Wednesday, October 25th

- Before class today, read Chapter 3 in WTW: "Collaborating on Content" 75-89
- Other Reading(s) TBA

Friday, October 27th

- MWP 3 Comp Day | Please arrive prepared to work on MWP 4 with your group members

WEEK 11 October 30th-November 3rd

Monday, October 30th

- MWP 3 Group Conferences

Wednesday, November 1st

- MWP 3 MWP 3 Comp Day | Please arrive prepared to work on MWP 4 with your group members

Friday, November 3rd:

- Activities TBA

WEEK 12 November 6th-10th

Monday, November 6th:

- Activities TBA

Wednesday, November 8th

- MWP 3 Group Presentations

MWP 3 Components Due (Submit in D2L by 11:00 AM today, Friday, December 8th)

Friday, November 10th:

- Introduction to MWP 4: Instructing & Marketing The Game
- Before class today, read Chapter 12 in SWAW: "Writing Instructions and Procedures" 401-428

WEEK 13 November 13th-17th

Monday, November 13th

- Playing The Game
- Before class today, review Chapter 12 in SWAW: "Writing Instructions and Procedures" 401-428

Wednesday, November 15th

- Playing The Game
- Before class today, review Chapter 12 in SWAW: "Writing Instructions and Procedures" 401-428

Friday, November 17th

- MWP 4 Comp Day | Please arrive prepared to work on MWP 4 with your group members.

WEEK 14 THANKSGIVING BREAK (NO CLASS MEETINGS) November 20th-24th

WEEK 15 November 27th-December 1st

Monday, November 27th

- Reading TBA; Partial Comp Day (Time Allowing)

Wednesday, November 29th

- MWP 4 In-Class Group Conferences

Friday, December 1st

- MWP 4 Comp Day | Please arrive prepared to work on MWP 4 with your group members.

WEEK 16 December 4th-December 8th

Monday, December 4th

- Formal Professional Writing Presentation Workshop
- Before class today, read in SWAW "Formal Presentations" 526-540

Wednesday, December 6th

- MWP 4 Peer Review

Friday, December 8th:

- MWP 4 Group Presentations

MWP 4 Components Due (Submit in D2L by 11:00 AM today, Friday, December 8th)

WEEK 17 FINAL EXAM WEEK December 11th-December 15th

Wednesday, December 13th 10:15 AM-12:15 PM (Our Final Exam Meeting):

Submit Reflective Portfolio and Reflective Memo before this final exam meeting (no later than 10:14 AM on Wed., Dec. 13th)